

King George School Council Operating Procedures, 2010

The School Council of King George School is commonly known as 'School Council' and will be referred to in this document as KG School Council.

Authority <i>School Act and School Councils Regulation 113/2007</i>	• KG School Council may make operating procedures. • KG School Council may make bylaws.
Purpose (Vision) <i>Alberta School Council Resource Manual</i>	• KG School Council strives to support and enhance student achievement and performance.
Changes/ Amendments <i>School Councils Regulation 113/2007</i>	a) The operating procedures remain in force from year to year, unless amended at the AGM. b) The operating procedures of the KG School Council may be amended by a quorum of the KG School Council at an AGM. c) Notice of proposed operating procedure amendments must be circulated with the notice the AGM two weeks prior to the AGM.
Mission <i>School Act, Section 22</i>	• KG School Council's mission is to advise the principal and the school board on any matter relating to the school, and therefore effecting our children. • Personnel issues relating to school staff are not within the scope of KG School Council.

Objectives/Functions <i>School Act and School Councils Regulation 113/2007</i>	KG School Council may: 1. Decide its operations. 2. Participate in the development of the: • mission, vision and philosophy of the school; policies of the school and school board; annual education plan of the school and school board; budget of the school and school board. 3. Participate in the discussion of the annual education results report and subsequent strategies. 4. Participate in the opportunities offered by Alberta School Councils' Association for representation at the provincial level (members only).
Membership <i>School Councils Regulation 113/2007</i>	• Principal (non-voting member) • One teacher representative at each meeting (non-voting member) to advise on educational issues. This representative may be a different teacher each time. The responsibility for filling position lies with the Principal. • Majority of members are parents. • The Executive of the King George School Council includes: Chair, Vice-Chair, Treasurer, Secretary.
Governance <i>Alberta School Council Resource Manual</i>	• KG School Council chooses to organize itself to meet its own needs and obligations by using a Town Hall governance model (i.e. discussion of an issue and voting on that issue by those present).
Quorum <i>School Councils Regulation 113/2007 (8)1</i>	• Definition: A gathering of members of an organization large enough to transact business. • Quorum is established when the majority of School Council members attending are parents. • Quorum is reached by 5 non-staff members. • Quorum is required for any decision related to finances. If quorum is not achieved, any motions will be tabled until the following meeting. If there is a meeting without quorum, the meeting can still go ahead, but no motions can be passed.

Decision Making <i>Alberta School Council Resource Manual</i>	<u>Consensus and/or Voting</u> • Decisions are made by consensus whenever possible. • KG School Council members may request a vote if consensus cannot be reached. • Any member may abstain from discussion and decision-making. • The principal and teacher are employees and must follow school board policy and directives from the Superintendent. The KG School Council may decide how staff will participate in decision-making.
Policies <i>School Act</i>	• KG School Council may make policies. • KG School Council has policy statements that are reviewed yearly. • Policies are not included with the operating procedures. This allows policies to be created or amended without changing operating procedures. • Policies are drafted in September, and approved by that year's KG School Council. The policies have to be brought to Council for suggestions and approval.
Meetings <i>Alberta School Council Resource Manual page 2-3 and 58 and the School Councils Regulation 113/2007</i>	• KG School Council Meetings should be held as often as necessary to conduct council business and keep the membership informed. • KG School Council may hold a Special Meeting, which will be held in response to an emergent issue. Every effort will be made to inform parents of the meeting's purpose, time and place via email, and notice in student's agendas.

Annual General Meeting	• At the May meeting of KG School Council, all persons who want to be on council should make their intentions known. • The KG School Council AGM be held in September every year. The purpose of the AGM is: • Election of KG School Council members and/or executive members. • Proposed operating procedures amendments. • Motion to accept a financial statement of the previous year. • Plans and budget for the upcoming year. • Discussion of any major issues in which parents should have input, such as: • Changes to the vision or mission statement of the school • Major changes in the school program or focus • Evaluation of the KG School Council.
Agenda	• Any parent or school staff may ask to place items on the agenda and KG School Council Executive will determine which items are appropriate for the agenda. All items must be submitted to the Chair one week in advance of the meeting. In the case of emergent issues, exceptions to this rule may be included at the discretion of the Executive. • The agenda will be distributed at least four days before the KG School Council meeting. • The agenda will be made available to the school community.

Communication <i>School Councils Regulation 113/2007, 14(1) and School Councils Regulation 113/2007, 14(2), (3)</i>	<u>School Council</u> • Will complete an Annual Report. • Will ensure that meeting minutes are available for 7 years. • Will ensure all parents of students enrolled in the school have access to School Council business.
Positions and Descriptions <i>Reference: Alberta School Council Resource Manual pages 13-17 and 58</i>	• Chair, Vice-Chair, Secretary, Treasurer.
Chairperson <i>Reference: Alberta School Council Resource Manual</i>	• Plans meetings and prepares agendas. • Facilitates KG School Council meetings, abiding by the King George School Council Operating Procedures. • Is the spokesperson for the KG School Council, unless otherwise delegated. • Will sign all letters the KG School Council is sending to external organizations. • Will be the contact with the principal for KG School Council business. • Will be the KG School Council representative with ASCA unless delegated. • The chair ensures the school board receives an annual report from KG School Council.
Vice-Chair <i>Reference: Alberta School Council Resource Manual</i>	• The vice-chair assists the chair with duties, as assigned, and in the absence of the chair, assumes the duties of the chair. • The vice-chair is the designated Personal Information Protection Act (PIPA)/Privacy officer of KG School Council and manages personal information in compliance with PIPA.

Secretary	• The Secretary takes accurate minutes at all meetings. • Posts the minutes on the website within two weeks of the School Council meeting they were recorded at. • Provides copies of the minutes at KG School Council meetings. • Documents and files all correspondence and communications. • Keeps an accurate list of names and addresses of KG School Council members in compliance with the Personal Information Protection Act (PIPA). • The secretary ensures all materials relating to the King George School Council including all meeting minutes and any relevant documents are available to the public in an accessible location.
Treasurer <i>Reference: Alberta School Council Resource Manual</i>	• The treasurer keeps financial transactions of the KG School Council, reports to the School Council and complies with School Council and school board policies.
Vacancies	• KG School Council can appoint or name any parent with a child enrolled in the school to the KG School Council or the Executive.
Committees	• KG School Council can create committees as needed. Committees can report to School Council or a designate.
Personal Information and Privacy Act (PIPA): <i>Reference: Alberta School Council Resource Manual including Appendix</i>	• KG School Council is subject to the Personal Information and Privacy Act and will act in accordance of this legislation. • The KG School Council Vice Chairperson could be the PIPA designate. • Personal information may only be used for school and KG School Council business.

	KG School Council members and people attending KG School Council meetings understand the KG School Council meeting minutes are public information.
Fundraising: <i>Reference: Alberta School Council Resource Manual</i>	- Wherever possible, fundraising will be done by a fundraising society, The Friends of Ecole King George School Society. - KG School Council may decide to fundraise and may decide how the money raised will be spent. - Due diligence will be done by KG School Council to obtain the input of parents on how monies are spent. Parent input will be solicited through email, website and messages sent home with students. - KG School Council may fundraise and the funds can be given to the society and/or school for accounting purposes. - Funds raised by the School Council as much as possible will be used for the purpose designated.
Relationship between KG School Council and Friends of Ecole King George School Society	- KG School Council's role is advisory. KG School Council will make all governing decisions for the Friends of Ecole King George School Society. - The Friends of King George School Society's main role is fundraising. Decisions regarding fund allocation will be determined based on KG School Council's advisement.
Code of Ethics: <i>Reference: Alberta School Council Resource Manual</i>	All members shall: - Consider the best interests of all students - Abide by the legislation that governs them - Be guided by the mission statement of the school and School Council - Endeavor to be familiar with the school policies and operating practices and act in accordance with them - Practice the highest standards of honesty,

	accuracy and integrity • Declare any conflict of interest • Encourage a positive atmosphere in which individual contributions are encouraged and valued • Respect the confidential nature of some school business and respect limitations this may place on the operation of the School Council • Not disclose confidential information • Use the appropriate communication channels when questions or concerns arise • Accept accountability for decisions • Accept no payment for School Council activities • Not specify the names of people or their opinions participating in discussions at School Council meetings when sharing School Council information to the school community
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King George School Council Policies

1. Healthy Food

Any activity involving School Council that will have a meal served must be within the healthy food choices by Canada Food Guide. Activities that have snacks may have a maximum 1-2 items not recommended by the Canada Food Guide.

2. KG School Council Members' Accountability

Meeting minutes will be sent electronically and KG School Council members will be asked to read meeting minutes prior to attending meetings. KG School Council members attending meetings are asked to read and be familiar with the KG School Council's Operating Procedures.

3. School Ground Enhancement

KG School Council is committed to continual enhancement of the School Grounds

4. Diversity

KG Parent Council is committed to enhancing culture and diversity in our school community.

5. Handling of Individual Parent Concerns and Complaints

The CBE has a process (administrative regulation 5007-Concerns and Complaints) to address all community concerns or complaints regarding the operation of the school and the school district. This regulation does not apply to requests of information and routine matters. This regulation applies to all community concerns and complaints **except**: special education, placements, challenges to learning resources, student placements, promotions and marks, staff and resource allocations & harassment.

Concerns and complaints for school matters, instruction, discipline or learning materials will be channeled following this sequence:

- Teacher
- Principal
- Area Director
- Superintendent

Concerns and complaints can be in made writing or through a meeting – the purpose is to resolve concerns and complaints in a candid, cooperative and timely manner, as close to the source of the concern or complaint as possible, in a manner that is fair to parents, students, members of the community, and to the CBE school staff and association.